

Add an Address to My Outlook From E-mail I Receive

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Add an Address to My Outlook Contacts Folder from E-mail I Receive

In Microsoft Outlook®, you can easily add to your Contacts folder the name of anyone who sends you an e-mail message.

Add a sender's name to your Contacts folder

1. Open the e-mail message.
2. On the **From** line, right-click the name of the sender, and then click **Add to Contacts**.

A contact will open with the sender's name and e-mail address filled in. You can add any other information you want.